

**Process for Issuing Working Papers During the Summer**  
**for Division Avenue High School Students**

Summer working papers are issued by the clerical staff after the school year ends.

Please call the Main Office at 516-434-7153 to make an in person appointment for the issuance of working papers.

Be prepared to bring the following documents:

1. NYS form that requires a parent/guardian signature

- AT-17 Application for Employment Certificate which is available for pick up or can be found at

<http://www.p12.nysed.gov/sss/documents/AT17-FillableMay21.pdf>

OR

- AT-22 Application for Employment Permit (specifically for newspaper carrier, farm work or street trades) which can be found at

<http://www.p12.nysed.gov/sss/documents/AT22-0320Fillable.pdf>

2. Certificate of Medical Exam dated within 12 months.

3. School will verify Date of Birth when possible, or a birth certificate, passport or baptismal certificate with birth date may be required.

The student must be present at the appointment to sign the working card.